



**Mission Statement**

Our mission is to provide families with a Christ centered, biblically directed education that challenges students to know the Lord Jesus Christ and to develop the vision and practice of excellence in academics, character, leadership and service to others.

**Non-Discriminatory Policy**

C.T.C.A. admits students of any race, color, national and ethnic origin to all the rights, privileges programs, and activities made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies and other school-administered programs.

**Hours of Operation for Shady Ridge**

The program operates year round from 6:30 AM to 6:00 PM Monday through Friday for the CTCA Preschool Locations. Due to the safety of our children, CTCA maintains a closed door policy to all parents of children enrolled in the school. Parents and/or family members, who wish to visit with a child, must make an appointment. Visits are no longer than 15 minutes. Tours are available by prior arrangements to small groups of persons wishing to see quality programming for children.

**CTCA Southwind Location**

The CTCA Southwind location will operate from 6:30 AM – 6:00 PM Monday - Friday. Due to the safety of our children, CTCA maintains a closed door policy to all parents of children enrolled in the school. Parents and/or family members, who wish to visit with a child, must make an appointment. Visits are no longer than 15 minutes. Tours are available by prior arrangements to small groups of persons wishing to see quality programming for children.

**Summer Program for Shady Ridge**

The summer program begins Monday June 3rd and ends Friday July 26<sup>th</sup>. The cost is \$120 per week. Summer fees are due on Monday of each week by 5:30 PM. Payments received thereafter will incur a late fee of \$40.

**Summer Program for CTCA Southwind**

The summer program begins Monday June 3rd and ends Friday July 26<sup>th</sup>. The cost is \$120 per week. Summer fees are due on Monday of each week by 5:30 PM. Payments received thereafter will incur a late fee of \$40.

**Summer Drop Off and Pick Up Policy for Shady Ridge**

Students may be dropped off as early as 7:00 AM and picked up as late as 5:30 PM. C.T.C.A. does not accept students after 9:00 AM unless he/or she has a doctor's statement or approval from the Director or Assistant Director. Parents who pick up students after 5:30 PM will be billed \$5 per minute per child in late pick up fees. Payment will be due the next business day before school admittance.

**Summer Drop Off and Pick Up Policy for CTCA Southwind**

Students may be dropped off as early as 7:00 AM and picked up as late as 5:30 PM. C.T.C.A. does not accept students after 9:00 AM unless he/or she has a doctor's statement or approval from the Director or Assistant Director. Parents who pick up students after 5:30 PM will be billed \$5 per minute per child in late pick up fees. Payment will be due the next business day before school admittance.

**Summer School Entrance Requirements**

Before a child can start our program, we must have the following:

1. \$50 Registration Fee for non-enrolled students
2. \$150 Activity Fee per child (Cash Only)
3. Completed Student Application Packet, CACFP Lunch Form
4. An Official Copy of the Tennessee Childcare Immunization Certificate. This can be obtained from the child's Pediatrician.
5. Copy of child's social security card and birth certificate
6. Summer Camp Waiver
7. Copy of parent's driver's license or state id.

### **Immunization**

**Children enrolling in child care facilities, pre-school, pre-Kindergarten and school age** must be up to date at the time of enrollment and are required to provide an updated certificate after completing all of the required vaccines due by 18 months of age.

### **Methods of Payment**

C.T.C.A. accepts Master Card, Visa, money orders from the bank and cash. Please put all cash payments in an envelope with your name, date and amount. Please put payments in the black payment box or give to the Director or Assistant Director. You must be given a receipt for cash payments at the time of payment; failure to obtain a receipt is considered a failure of payment. Should you give your payment to employees, other than the Director or Assistant Director, you will be responsible for any failure of payment, if it is not turned in to the school in a timely manner. C.T.C.A. has the right to cancel your contract if tuition is delinquent.

### **Funds/Exact amount Paid**

Once payment is made, NO REFUNDS or TRANSFERS will be made if your child does not attend any portion of the period paid for. Please render the precise amount of your tuition fees when paying in cash. (If paying in cash please obtain a receipt from the Director or Assistant Director for your own records. C.T.C.A. does not keep cash. If you overpay, the excess amount will be credited to your account against future tuition fees.

### **Delinquent Accounts**

If your account becomes delinquent, the parent or guardian shall be responsible for their unpaid tuition payments. If your account becomes delinquent no records will be released or transferred until the account is paid in full. C.T.C.A. will seek compensation through legal counsel under the law to collect delinquent accounts. You will be charged for court cost, attorney fees, late fees or any garnishments. Also, we will report delinquent accounts to the Credit Bureau.

### **Late and Emergency Pick Up**

If you are over 60 minutes late picking up your child, we will call Child Protective Services and Law Enforcement to alert them of this matter. If your child becomes ill at school and you the parent are contacted, you will have one hour to pick up your child from school. If your child is not picked up within this time frame you will be charged a \$5 per minute late pick up fee. Late pick up fees are due the next business day before a child will be accepted to school.

### **NO Shows/Early Departures**

CTCA request that you contact the school when your child will not attend school for any reason. Parents are encouraged to call when a child will be checked out early. Calling will ensure that the student is ready for dismissal upon parent arrival.

### **Tax Statements**

Tax statements will be given by January 31<sup>st</sup> of the school year. However, your account balance must be zero (\$0) in order to receive this document. NO EXCEPTIONS!

### **Authorization to pick up a child**

It is the sole responsibility of the parents, or other legal custodian, enrolling the child, to inform C.T.C.A. of all persons who shall have authority to pick up the child after school to leave the school premises. This list shall be filled out by the parents, if applicable or the party or parties enrolling the child or children. This list will give authorization for the child or children to be picked up. The Pick Up List should have the correct names, telephone numbers, address and other pertinent information the school may require. This information must be furnished to the school at the time the child is enrolled, to be a part of the permanent file for the child or children.

The persons exercising the authority to pick up the child must upon request furnish school personnel with a valid driver's license or other acceptable picture identification. A copy will be made and kept on the school's file. Any changes to the list of persons authorized to pick up a child must be made in writing by the persons who enrolled the child. PHONE CALLS TO MAKE CHANGES WILL NOT BE ACCEPTABLE. Persons under the age of eighteen (18) will not be allowed to pick up the child. To keep our children safe, if a parent or authorized persons that has been drinking or smelling like liquor or an illegal substance will not be allowed to pick up your child or children. C.T.C.A. will have to call Child Protective Services if this happens. Please make sure that whoever is picking up your child/children are drug free.

### **School Property**

C.T.C.A. prohibits weapons, drugs, liquor, tobacco or any control substances on our premises. Your vehicle could be searched at any time.

### **Domestic Disputes**

C.T.C.A. will not become involved in domestic disputes. If either parent has been prohibited by a Court having jurisdiction over the parties from picking the child up from school, it is the responsibility of the custodial parent to furnish the school with an attested copy of the court order making this prohibition. The court order will be retained in the school files. Without such court

order, either parent shall be deemed by the school as being a proper person for school personnel to surrender custody of the child to leave the school premises. This assumption is predicated upon both parents having been designated on the authorization list provided at the time the child was enrolled.

#### **Student Behavior and Discipline**

CTCA expects all students enrolled to display proper classroom and school etiquette. Students who are disrespectful to staff and administration, pose as a threat to other students by fighting, spitting, use profanity, and display other lewd behavior will be expelled from the CTCA program. Students must show that they are disciplined and are willing to follow classroom rules, school rules and policies. CTCA uses proper discipline techniques such as time out for pre-school, and write offs for elementary. If students cannot be persuaded to behave it is the parents' responsibility to ensure that the child is disciplined at home. Refunds will not be given to parents of students who are expelled.

#### **Forms of Communication**

Majority of the school communication will be on the CTCA website. Parents can retrieve the monthly newsletter, glance at the weekly news and view the events calendar for upcoming events. School closings, emergency closings, picture dates, etc. will all be found on the website. Please visit us on the web at [www.ctcanow.com](http://www.ctcanow.com)

#### **Sick Child Policy**

CTCA operates for well children only. Students with a fever must be 24 hours fever free without fever reducer before entrance. Students with ringworms, rashes, green mucus will not be accepted. Students who vomit and/or have diarrhea must be 24 hours free without change in diet or medication. CTCA reserves the right to refuse students who are believed to be ill. A doctor's statement may be required prior to acceptance, if sent home due to illness.

#### **Payment Requirements**

Students who do not attend school for a full week are not required to remit payment. However, students who attend at least one hour of camp will be required to remit full weekly payment. NO EXCEPTIONS! This program does not operate by day.

All students will be billed \$5 per minute after 5:30 PM for late pick up. This balance will be due the next business day.

#### **Non-Disparaging Clause**

By signing this agreement, you agree to refrain from disparaging Christ Trinity Christian Academy (CTCA) in any manner and in any format including verbal, written, digital or otherwise take any action which could reasonably be expected to adversely affect the school's reputation. Legal action against you will be pursued when negative comments, (against the school, management or staff) are linked to you.

You further agree not to pursue legal action against CTCA, management or staff on this matter.

I/We \_\_\_\_\_ and \_\_\_\_\_  
have read all of the rules and regulations listed in the C.T.C.A. contract. I/We understand all of the rules and agree to comply with the rules and regulations contained in this agreement. Further I/We have been furnished a signed copy of the original of this agreement. I/We have readily and voluntarily entered into this agreement on the day and date reflected next to my/our signatures. C.T.C.A. has the right to cancel this contract at any time.

***The enrolling parties shall refer to the C.T.C.A. Parent Handbook for further detailed rules and regulations for the terms of the Parent Contract Incorporates by reference. All of the terms of the Parent Handbook, as fully as though copied verbatim herein, just as the Hand Book incorporates the terms of the Parent Contract. C.T.C.A. has the right to cancel or change this contract at any time.***

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_